

THE OFFICE OF THE GOVERNOR

EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE

EXECUTIVE ORDER NO. 2005-14

CONTINUING IDAHO COMPREHENSIVE SAFETY AND LOSS CONTROL POLICY REPEALING AND REPLACING EXECUTIVE ORDER NO. 1999-06

WHEREAS, it is in the best interest of state employees, the general public and efficient operation of state government to have a commitment to safety and loss control; and

WHEREAS, the State of Idaho endeavors to provide a safe and healthy working environment for state employees and to protect the public and public property from injury or damage; and

WHEREAS, an effective Safety and Loss Control Policy provides additional benefits of improved productivity, employee confidence, lower insurance costs and improved worker morale; and

WHEREAS, an effective Safety and Loss Control Policy requires full management commitment, cooperation and leadership at all levels of state government;

NOW, THEREFORE, I, DIRK KEMPTHORNE, Governor of the State of Idaho, by the authority vested in me under the Constitution and Laws of this state, do hereby order as follows:

- 1. Each department director or other appointing authority will continue to develop, maintain, and monitor a systematic program of safety and loss control for each agency that will minimize the risk of injury or damage to:*
 - a) The public employee;*
 - b) The general public;*
 - c) State property;*
 - d) The ability of the agency to fulfill its mission; and,*
 - e) The environment.*

The continued development, maintenance, and monitoring of a systematic program of safety and loss control should be a priority objective for each agency.

- 2. Each department director or other appointing authority will continue to ensure that potential new state employees are appropriately screened, that new employees are systematically and fully trained in safe work practices and the use of all equipment that they are expected to operate, that safe work practices are followed by all employees on the job, that all equipment used is properly maintained and used for its intended purpose, that proper personal protective equipment is worn when needed and that adherence to safety practices is a criterion in employee and supervisor performance evaluations.*

3. *Each department director or other appointing authority will continue to assume responsibility for reviewing loss reports and accidents involving bodily injury, or property or environmental damage, and to take corrective action to avoid future loss. Where appropriate, assistance from the agencies listed below should be requested to develop and implement appropriate corrective or preventive measures. Each department director or other appointing authority may delegate the authority to perform these duties to a safety officer or committee but shall remain responsible for the performance of the agency's safety and loss control program.*
4. *All buildings owned or maintained by any state government agency or entity, or constructed or renovated specifically for use or occupancy by any such agency or entity shall conform to all existing state codes, including but not limited to, the Idaho General Safety and Health Standards, the state-adopted building code, the mechanical code and the fire code. If any conflict arises between applicable codes, the more stringent code shall take precedence. Prior to construction, or remodeling of buildings owned or maintained by the State of Idaho where appropriate and consistent with state law, construction plans shall be reviewed and approved by the Division of Building Safety, the State Fire Marshal's Office, and the Permanent Building Fund Advisory Council.*
5. *The following agencies shall continue to assist other state agencies by offering the following services:*
 - a. *The Division of Building Safety shall inspect public buildings and places of employment and enforce safety and sanitary conditions and practices.*
 - b. *The Office of the State Fire Marshal shall, through the local fire authorities, inspect public buildings and enforce fire and life safety provisions as contained within the Uniform Fire Code.*
 - c. *The State Insurance Fund shall assist in developing employee safety programs, through consultation with staff agency personnel, and provide detailed reports to agencies on their losses insured through the State Insurance Fund.*
 - d. *The Department of Administration, Bureau of Risk Management, shall, whenever needed or requested, assist agencies in developing their safety and loss control programs. The Department of Administration, Bureau of Risk Management, shall also assist agencies in obtaining other requested services in safety and/or loss control not mentioned above, including, but not limited to general property and casualty loss control, and shall provide detailed reports to agencies on their losses insured through the Bureau of Risk Management.*
 - e. *The Division of Human Resources shall, within available resources, provide training for agency human resources supervisors and management personnel on employment law and practices that impact Safety and Loss Control, as well as develop specific training designed to help promote worker safety and reduce risk of liability, in response to data provided by the Statewide Safety and Loss Control Committee.*
6. *A Statewide Safety and Loss Control Committee shall be comprised of the Administrator of the Division of Building Safety, the Manager of the State Insurance Fund, the State Fire Marshal, the Director of the Department of Administration (who shall serve as Chairman of the Committee), or their designees, and other state agencies as deemed necessary by the Governor. The purpose of the Committee shall be to:*
 - a. *Monitor and maintain a Statewide Safety and Loss Control Program model of a proactive nature supported by a system to track the progress of the program;*

- b. *Develop strategies and standards to assist agencies with their safety programs;*
- c. *Review statewide trends in losses and exposures and make cost-effective recommendations;*
- d. *Aid in the coordination of the services available to maximize efficiency and reduce unnecessary duplication of inspections;*
- e. *Coordinate the development of existing statewide resources related to safety and loss control activities and the sharing of those resources across all state agencies to provide safety and loss control outreach resource services;*
- f. *On behalf of the Governor, periodically review the safety and loss control programs of selected agencies and recommend changes to improve the effectiveness of the programs;*
- g. *Make recommendations to the Governor and Legislature on improving safety and loss control for state government;*
- h. *Convene and meet on a quarterly basis, or more frequently if necessary, to plan, implement and review the Statewide Safety and Loss Control Program; and*
- i. *Perform other related duties as may be requested by the Governor.*

This Order repeals and replaces Executive Order No. 1999-06.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 1st day of August in the year of our Lord two thousand and five, and of the Independence of the United States of America the two hundred thirtieth and of the Statehood of Idaho the one hundred sixteenth.

A handwritten signature in black ink, reading "Dirk Kempthorne".

DIRK KEMPTHORNE
GOVERNOR

A handwritten signature in black ink, reading "Ben Ysursa".

BEN YSURSA
SECRETARY OF STATE